

FormatEase®

VERSION 6.0



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1. Introduction

FormatEase is an application that helps you create documents that meet the style guidelines of the 6th edition of the *Publication Manual of the American Psychological Association*.

It does this in two main ways:

- By providing you with Microsoft® Word templates that contain styles that meet APA requirements
- By automatically creating accurately formatted reference lists and in-text citations that meet APA requirements

The Basic Tasks

There are two basic tasks that **FormatEase** helps you with:

- Text formatting, in which you replace **FormatEase**'s already formatted template text with your own.
- Entering reference information

Replacing Template Text

You get started writing your paper with **FormatEase** by creating a new document from one of **FormatEase**'s four templates. The document you have created contains placeholder text that is formatted according to the *APA Publication Manual* requirements. (The placeholder text you will eventually replace gives further tips on how to take advantage of the layout **FormatEase** provides.) Deleting **FormatEase**'s placeholder text and replacing it with your own in the right way results in a perfectly formatted paper!

Entering Reference Information

The other core feature of **FormatEase** is that it simplifies and guides you through creating and properly formatting references for your paper's reference list, also enabling instant in-text citations. Though the reference list should be at the end of your paper, **FormatEase** lets you add references as you write, and *it* puts them at the end of your paper.

The current edition of the *APA Manual* has detailed how to reference and cite 77 different types of publications, from journal articles to online sources. **FormatEase**'s reference functions tell you the pieces of information needed for each of those reference types, as well as the order, styling (such as capitalization), and punctuation required for each—thus saving you from having to page through the *APA Manual* every five minutes!

Structure of This User Manual

Chapter 2 covers installation of **FormatEase**. Chapter 3 explains what you need to know about Microsoft Word in order to use the **FormatEase** templates the most effectively. And Chapter 4 covers how to use **FormatEase** creating, editing, and managing references and in-text citations.

Conventions Used in This Manual

This Manual uses the conventions shown in the following table.

Convention	Meaning
NOTE	<i>Presents additional important information about a topic</i>
TIP	<i>Presents additional information you may find helpful when you perform a command or step</i>
Bold	<i>Indicates dialog box sections and choices and items you click with your mouse, including menus, menu items, tabs, and buttons</i>

NOTE: This Manual uses Microsoft Word 2010 for its procedures and illustrations. If you use a different version of Word, it may have a slightly different appearance or nomenclature. A search on a specific term in the help system of your version of Word should clarify any discrepancies of that nature.

2. Installing **FormatEase**

Installing **FormatEase** in Windows

If you have a previous version of **FormatEase** on your computer, see the special note below before installing this one. Otherwise, follow these simple steps:

1. Insert the **FormatEase** CD-ROM into your CD-ROM drive. After a brief period, the **FormatEase** splash screen will come up. To start the installation, click on the **Next** button. If the installer screen does not come up, view your CD-ROM drive and click on setup.exe.
2. The installer will display the **FormatEase** license. Please read it (the text is also in the beginning of this manual), and if you agree, click on the radio button next to **I accept the terms of this agreement** then click on the **Next** button.
3. Next you get a warning about having installed **FormatEase** earlier. Please read it and click **Next** if you have not installed this version before. (If you have installed this version of

FormatEase, then remove it before you install it again. Find the option **Add/Remove Programs** from the **Control Panel**.) If you have an older version of **FormatEase**, you do not need to uninstall it, but see the section “Installing **FormatEase** if you have used an earlier version.”

4. You are now ready to install. Click **Next** and the files will be installed.
5. Open Microsoft® Word. There should be a new ribbon called **Add-Ins** showing as the rightmost or one of the rightmost ribbons. Click on the **Add-Ins** ribbon and you should see the **FormatEase** button. If you click on that button the **FormatEase** menu will show, which contains the special **FormatEase** functions.
6. Click on the **File** ribbon > **New**, and click on the **My Templates** button, which is one of the choices in the top panel.
7. The **New** dialog box will show, with a tabbed window. One of the tabs will say **FormatEase**. Click on the **FormatEase** tab and you will see four templates:

APA Paper.dot
Dissertation.dot
Term Paper.dot
Thesis.dot

You can open one of these templates to start your paper, use a blank document, or any other templates. The **FormatEase** templates, however, have additional formatting options for headings and special sections for your paper.

Installing **FormatEase** If You Have Used an Earlier Version

You should remove your old templates after installing this new version. While the programs technically would work together, it may get confusing to have this newest version of **FormatEase** running at the same time as the old one. **FormatEase** opens when Word does, so if you use the old templates both versions would be running at the same time. You can tell them apart by the dates.

Documents you created with a previous version of **FormatEase** will work with this new version. You will still get the old **FormatEase** menu on the top of your screen. Your system won't crash if you use them both, but you won't get all of the new useful features in this version. Unfortunately, the reference copying and editing and creating a new citation from an existing reference functions will not work on references created with an earlier version, only those created with this one.

3. Using the **FormatEase** Templates

FormatEase lets you concentrate on writing your papers while it takes care of the formatting requirements for the elements of your papers, including:

- The main body of your paper (paragraph indentation, spacing, and placement)
- Title page, copyright page, acknowledgements page, abstract
- Table of contents, list of figures, list of tables
- Chapter titles and subtitles
- Page margins, page numbering, and section headings
- Level-1 to Level-5 headings

FormatEase contains the four Microsoft® Word document templates described in the following table.

TABLE 1. **FormatEase** Templates

Template	Used For
APA PAPER.dot	<i>Journal articles, book chapters, or other papers</i>
DISSERTATION.dot	<i>Dissertations, full books</i>
THESIS.dot	<i>Master's theses</i>
TERM PAPER.dot	<i>Term papers</i>

FormatEase Templates

The **FormatEase** templates contain all of the sections that make up a document, such as the title page, the main body of the paper, a reference page, and so on. The sections in a new document that you create with a **FormatEase** template are formatted according to the APA requirements and expand as you type new text. You can delete any sections from the template that you do not need in your paper.

Creating a Document

TO CREATE A NEW FORMATEASE DOCUMENT

1. In Microsoft® Word, click **File > New > My Templates**.
2. Within the dialog box that opens, select the **FormatEase** tab, select the template that you want to use, and then click **OK**. A new document opens that is based on the **FormatEase** template you chose.
3. Click **File > Save** and then name and save the document.

NOTE: It is a good idea to save your paper frequently and to save a copy to a backup disc or other removable media periodically. Keeping two or more copies is good practice.

4. Word's Autorecovery settings also protect your work from loss due to crashing. (The Autorecovery settings are default settings and are designed to work whether the user understands their function or not; therefore, they cannot be disabled easily or inadvertently.) The settings can be viewed by clicking **File > Options** and then **Save** from the left pane.

Each section in your paper ends with a **section break**. Section breaks are important when you add chapters or sections to your paper (see “Adding and Deleting Chapters (Sections)” on page 34).

NOTE: To view section breaks and other formatting marks in Word, click  (**Show/Hide ¶**) on the **Home** ribbon. To hide the marks, click the button again.

Formatting in Microsoft Word

This section presents basic information about formatting text in Microsoft Word. You need to know this in order to use the **FormatEase** templates. Consult the help system in your version of Word for further information.

Microsoft Word allows you to format text by (1) selecting the text, and (2) applying a **style** to it. The **FormatEase** templates contain the styles that you apply to your text—all you need to do is select the text with your mouse and then apply the style that **FormatEase** has created for you.

Selecting Text in Microsoft Word

The following are a few tips about how to select text in Microsoft Word.

- You can select whole words at a time with the mouse first by double-clicking the mouse button over any word. The whole

word will be selected and if you hold the button down and move the mouse, Microsoft Word will continue to select word by word.

- You can select a line at a time with the mouse by moving the pointer to the left edge of the document window—until the pointer changes shape—and clicking the button. If you hold the mouse button down and move the mouse, Microsoft Word will continue to select line by line.
- You can select a paragraph at a time with the mouse by moving the pointer to the left edge of the document window—until the pointer changes shape—and double-clicking the mouse button. If you continue to hold the mouse button down and move the mouse, Microsoft Word will continue to select paragraph by paragraph.

You can also select a single paragraph by triple-clicking the mouse button anywhere in the paragraph.

Understanding Styles

A **style** is a set of instructions that tells Microsoft Word how text should look (its formatting)—the font face, the point size, the vertical spacing of the lines of text, and so forth. Styles are applied to text in Microsoft Word by means of a template.

Microsoft's **default template** is Normal.dot, which is automatically attached to all documents. You can attach additional templates to a document, which is what you do when you use **FormatEase**. In any Word template, styles are hierarchically organized in such a way that one style is copied from another, inheriting its characteristics, and then is given a different name and modified. In **FormatEase**, the **Normal style** (not to be confused with the name of the template, Normal.dot) is the style upon which all others are based.

To work with styles in Word 2010, click the **Home** ribbon and the small arrow at the bottom right of the **Styles** area. This reveals the

Styles window. If you are not using Word 2010, consult the help system in your version of Word for instructions on how to work with styles.

Paragraphs and Styles

In Microsoft Word, a paragraph is defined as ending when you press the **Enter** key. Pressing the **Enter** key tells Microsoft Word to create a new paragraph. The style of the new paragraph will be determined by the preceding paragraph. For example, the style **Indented Paragraph** is based on the **Normal** style and specifies that the next paragraph should also use the **Indented Paragraph** style.

TO VIEW THE *INDENTED PARAGRAPH* STYLE DEFINITION

1. Click the **Home** ribbon and then the small arrow at the bottom right of the Styles area. The **Styles** panel opens on the right side of the document window (see Figure 1).
2. Click the arrow to the right of **Indented Paragraph** in the **Styles and Formatting** panel, and then click **Modify** (see Figure 2).
3. The **Modify Style** dialog box opens and shows details about the style (see Figure 3).

As shown in Figure 3, **Indented Paragraph** has these characteristics:

- It is based on the **Normal** style, and thus inherits the font and line-spacing specified in the definition of **Normal**.
- The first line of the paragraph is indented 0.5 inches.
- The default style for the following paragraph is the same style, **Indented Paragraph**.

In all other respects, **Indented Paragraph** is identical to **Normal**.

14 3. Using the FormatEase Templates

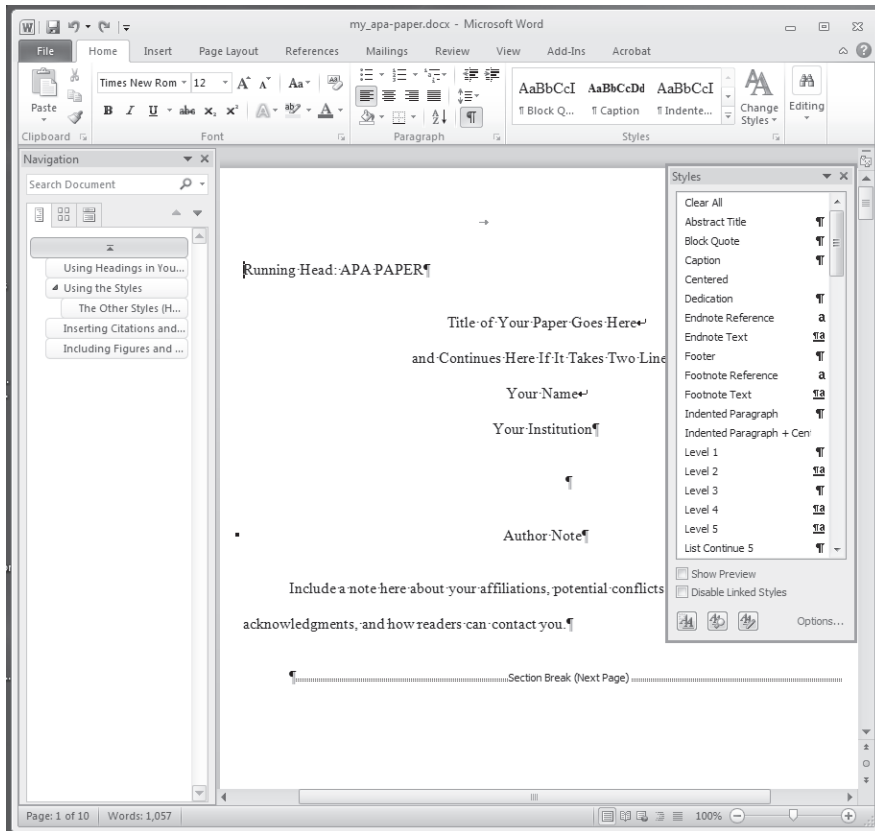


FIGURE 1. The Styles panel

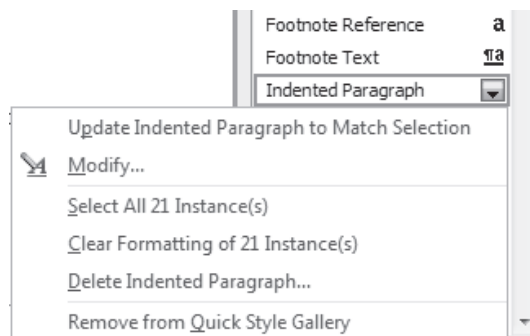


FIGURE 2. Opening the Modify Style dialog box

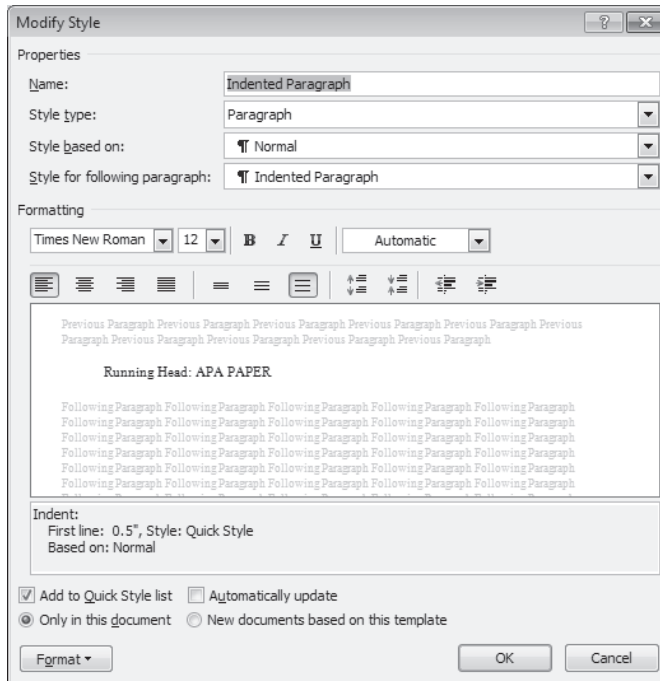


FIGURE 3. The Modify Style dialog box

You can use the previous procedure to view details about the **Normal** style.

When you are typing a paragraph that uses the **Indented Paragraph** style and press the **Enter** key at the end of the paragraph, the style assigned to the next new paragraph will also be **Indented Paragraph**.

NOTE: Later in this chapter, you will learn how to change the **Normal** style if you need to do so. Changing the font face for the **Normal** style will change all of the styles that inherit characteristics from it.

See Appendix A for a summary of *FormatEase* styles.

An Important Note about Style Names

Due to style-naming restrictions in Microsoft Word, the style names used for headings in **FormatEase** do not exactly match the style names used for headings in the *APA Publication Manual*. Table 2 shows the correspondence between APA heading levels and the style names in the template:

As shown in the table, the **FormatEase** style names contain the name of the *APA Publication Manual* heading levels. Keep in mind as you work that the **FormatEase** style named **Heading 2** represents **Level 1**, and so on.

TABLE 2. APA and **FormatEase** heading levels compared

For Dissertation and Thesis, that is, papers that have chapters		
APA Heading	FormatEase Style	Description
n/a	Heading 1, Section Heading	Chapter titles
Level 1	Heading 2, Level 1	Headings for main sections in chapters
Level 2	Heading 3, Level 2	Headings for subsections of main sections
Level 3	Heading 4, Level 3	Headings for subsections of subsections of main sections
Level 4	Heading 5, Level 4	Rarely used
Level 5	Heading 6, Level 5	Rarely used

For APA Paper and Term Paper, that is, papers with headings-only		
APA Heading	FormatEase Style	Description
Level 1	Level 1	Headings for main sections
Level 2	Level 2	Headings for subsections of main sections
Level 3	Level 3	Headings for subsections of subsections of main sections
Level 4	Level 4	Rarely used
Level 5	Level 5	Rarely used

Shift + Enter

Sometimes you need to type a new line without making it a separate paragraph, for example, when your paper title or the title of a chapter is too long to fit on a single line. To do this, press **Shift + Enter** (press and hold the **Shift** key, and then press the **Enter** key) .

Applying a Style to a Paragraph

In the normal course of using the *FormatEase* templates, when you press the Enter key after typing a paragraph, a new paragraph will be created. That paragraph will have the same style as the paragraph you just finished typing, because that's how the styles in the *FormatEase* templates were defined.

Sometimes, however, you may have some text that does not have the correct style. This can occur, for example, when you paste new text into your document that you typed in a different document. In a case like that, you will need to apply the correct style to the text you pasted into your current document.

If you are not using Word 2010, consult the help system in your version of Word for specific instructions on applying styles.

TO APPLY A STYLE TO A PARAGRAPH IN WORD 2010

1. Select the text to which you want to apply a style.
2. Click the bottom-right arrow in the **Styles** area of the **Home** ribbon if the **Styles** panel is not already showing (Figure 1).
3. Click the style in the list that you want to apply to your text (see Figure 4, in which **Indented Paragraph** is shown as selected).
4. Click the text to which you applied the style and check that the style name appears in the **Styles** panel.

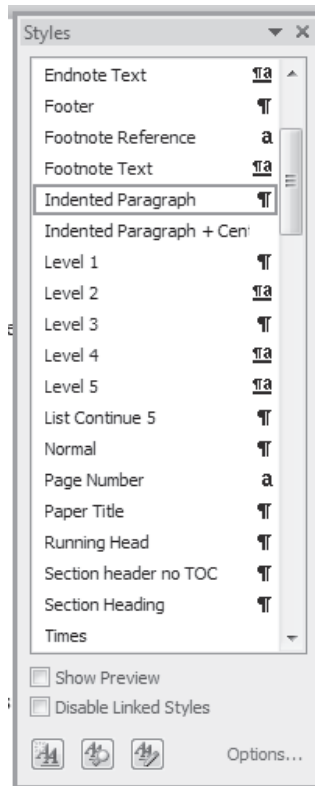


FIGURE 4. The Styles panel, with Indented Paragraph selected

NOTE: You can also use the **Styles** area of the **Home** ribbon to apply styles to selected text.

Changing a Style

The styles contained in **FormatEase**'s templates follow the *APA Manual*'s layout guidelines for the four types of documents, APA Paper, Dissertation, Term Paper, and Thesis. However, your school's guidelines for the layout of papers may differ from the APA's. For example, your school may require the use of a specific font. (Changing the font for the whole document is covered in the

next section.) But let's say your school's style is for extracts (block quotes) to be single-spaced, whereas the APA's style for that element is double-spaced. Changing the style in the way described below will then apply to all instances of the **Block Quote** style.

TO CHANGE THE INTERLINE SPACING FOR BLOCK QUOTE

1. Open the **Styles** panel (see Figure 1).
2. Click the arrow to the right of **Block Quote** and click **Modify**.

The **Modify Style** dialog box opens (see Figure 3 on page 15).

3. Click **Format > Paragraph**. The **Paragraph** dialog box opens (see Figure 5).
4. Under **Line spacing**, change **Double** to **Single**.

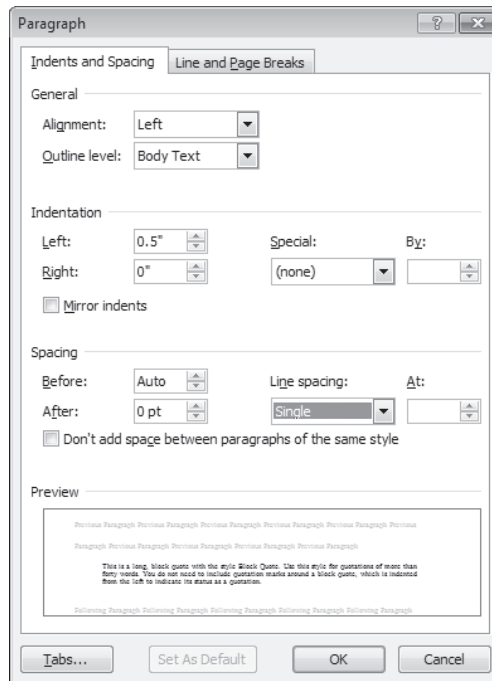


FIGURE 5. The Paragraph dialog box, changing interline spacing

5. Click **OK** in the **Paragraph** dialog box.
6. Click **OK** in the **Modify Style** dialog box.

Changing the Font

The *FormatEase* templates use the Times New Roman font because that font is present on most computers. And in much the same way as the **Block Quote** style's interline spacing was changed in the previous section the font can be changed for a particular style. The font for a whole paper can be changed without having to modify it for each individual style by changing the definition of the **Normal** style in your *FormatEase* document.

TO CHANGE THE FONT

1. Click the **Home** ribbon and then the small arrow at the bottom right of the **Styles** area. The **Styles** panel opens (Figure 1).
2. Click the arrow next to **Normal**, and then click **Modify**. The **Modify Style** dialog box for the **Normal** style opens (see Figure 6).
3. At the bottom left of the dialog box click **Format > Font**. The **Font** dialog box opens (see Figure 7).
4. Under **Font**, select the name of the font you want to use (in Figure 7, Times New Roman was changed to Verdana). Keep the **Font style** as **Regular**. The **Size** can also be changed. Here it's kept as 12 pt.
5. Click **OK**. The **Font** dialog box closes but the **Modify Style** dialog box remains open.

NOTE: The next time you save your paper, Word will ask you if you also want to save the document template. Click **No**, because clicking **Yes** would permanently change the *FormatEase* template.

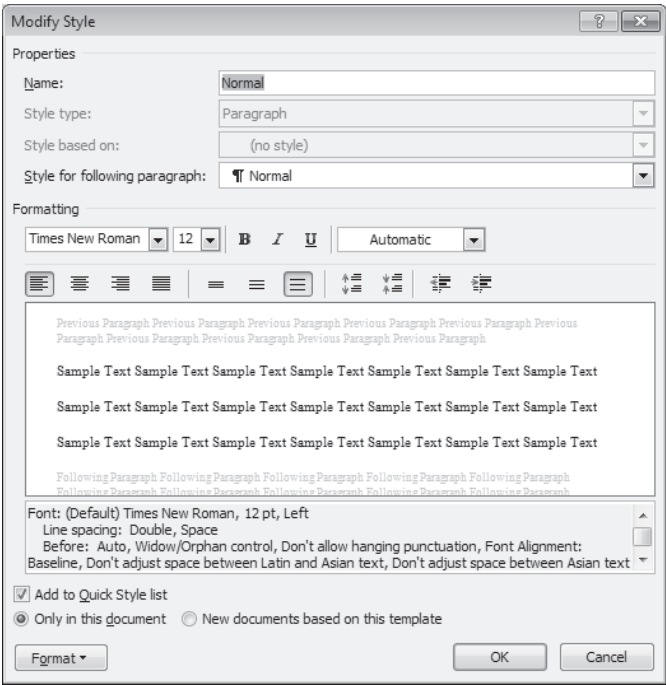


FIGURE 6. Modify Style for the Normal style

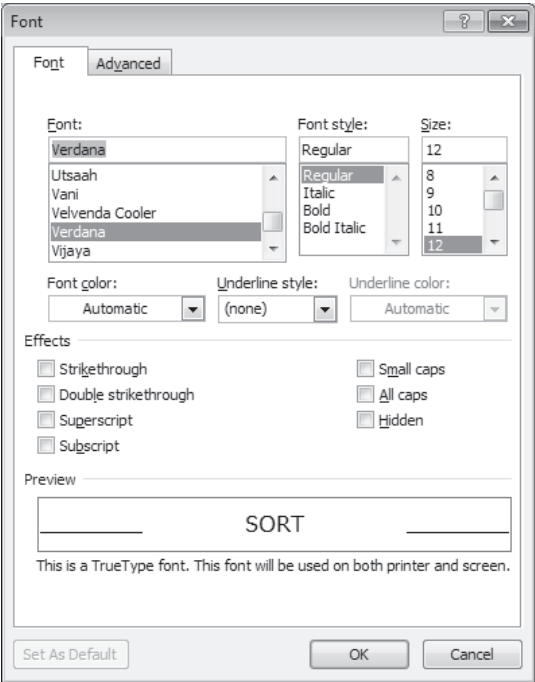


FIGURE 7. The Font dialog box

Changing the Page Numbering

A particular institution may have requirements for how pages are numbered that differ from the *APA Publication Manual*'s guidelines or the **FormatEase** templates. The page numbers are generally in the header on the right. You may want to move the page number to the footer, or have it be different for the first page of a chapter. Below we show you how to make changes in the page numbers by using the functions on the **Design** ribbon. You can use them a guide to make other changes as you need.

Using the Design Ribbon

When you double click in the header area of your paper (the top of the page; the header area is there whether or not there is any text in it), you bring up the **Design** ribbon (Figure 8). Here you can change the format of the page numbering as well as the text of the running head. To edit the text of the header or footer, click on those buttons. To toggle back and forth from the header to the footer, click on the buttons **Go to Header** and **Go to Footer**.

TO CHANGE THE PAGINATION OF YOUR PAPER

The **FormatEase** Thesis and Dissertation templates start with page 1 as the first page of the chapter and use lower case Roman numerals

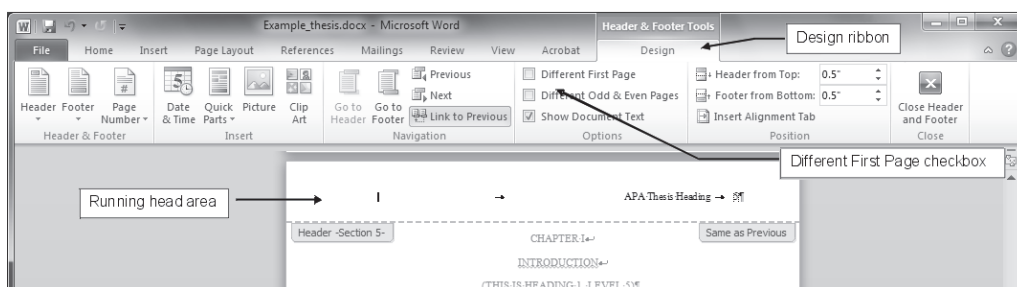


FIGURE 8. Changing page numbering and running heads

(i, ii, iii, etc.) for the beginning pages. The APA Paper template starts with page number 1 as the title page and page 2 as the abstract, then the numbers run through the paper. If you wanted to paginate your paper so that page 1 as where the text begins, follow these steps:

1. Go to the first page of the text of your paper (in the APA Paper template, the third page) and double click in the header area to open the **Design** ribbon (Figure 8).
2. Check the box for **Different First Page**. Scroll down and you will see that the page is now numbered “1” and has been placed in the footer. However the next page still says “4” instead of “2.”
3. Now click **Page Numbers > Format Page Numbers** to open the **Page Number Format** dialog box.
4. Make sure the **Number Format** is Arabic numerals (i.e., 1, 2, 3,). If not, select it from the drop down list.
5. In the **Page Numbering** section, click the radio button next to **Start At:** and enter the number “1” in the box next to it.
6. Click **OK**, then hit the **X** on the right to **Close the Header and Footer** section. Your paper now starts with page 1 at chapter 1 and continues throughout. You may find, however, that the beginning pages also are numbered starting with 1. If that is the case, use the following steps to number the beginning pages with lower case Roman numerals (i, ii, iii, etc.).
7. Go back to the title page of your paper, the first page in the template. Double click in the header area to open the **Design** ribbon.
8. Click **Page Numbers > Format Page Numbers** to open the **Page Number Format** dialog box.
9. Select (i, ii, iii) from the drop down list.
10. In the **Page Numbering** section, click the radio button next to **Start At:** and enter the number “i” in the box next to it.
11. Click **OK**.

12. Go to the next page and click in the header area. Click **Page Numbers > Format Page Numbers** to open the **Page Number Format** dialog box.
13. Make sure the **Number Format** is lower case Roman numerals (i, ii, iii, etc.). If not, select it from the drop down list.
14. Under **Page Numbering** click the radio button next to **Continue from Previous Section**.
15. Click **OK**, then click the red **X** on the right to **Close the Header and Footer** section.
16. Repeat steps 12 through 15 for each page you need to renumber and stop when you get to the page numbered 1.

TO PLACE THE PAGE NUMBER AT THE BOTTOM OF THE PAGE

The *FormatEase* templates have page numbers at the top of the page. If you need to put them at the bottom of the page, follow these steps.

1. Double click in the header area to open the **Design** ribbon (Figure 8).
2. Click **Page Number > Format Page Numbers > Bottom of Page > Plain Number 2 (centered)**. Of course you can choose number 1 or 3 depending on where you want the page number to be.
3. Close the **Design** ribbon.

TO HAVE NO PAGE NUMBER OR RUNNING HEAD ON THE FIRST PAGE OF EACH CHAPTER

1. Double click in the header area to open the **Design** ribbon (Figure 8).
2. Check the **Different First Page** box.

3. Delete any text in the header box. This will now remove the running head from the first page and has moved the page number to the bottom. If you want to remove the page number from the page all together, scroll down to the footer, delete the page number and any other text.
4. Close the **Design** ribbon.

Running Heads

As described in the previous section, the running head that will be printed on your paper can be edited the same way as page numbers can. An additional wrinkle in paper-formatting according to APA guidelines is that when paper and chapter titles are long, the author (you) needs to specify how the long title should be abbreviated. This assists an eventual publisher in knowing how to abbreviate while retaining the clearest description of the paper/chapter's contents. When a title exceeds 40 to 50 characters, you should provide the shortened version. The **FormatEase** running head macro performs this change.

NOTE: The **FormatEase** running head macro is only applicable to the APA Paper.dot and Thesis.dot templates. It does not apply to the Term Paper.dot or Dissertation.dot templates. The running head macro allows you to change both the running head that will be shown on your title page, and the abbreviated running head shown at the top of each page next to the page number.

TO CHANGE THE RUNNING HEAD

1. Click the **Add-Ins** ribbon > **FormatEase** > **Change running head**. The **FormatEase Running head** entry dialog box opens, as shown in Figure 9.
2. Type the text of the running head you are suggesting to the

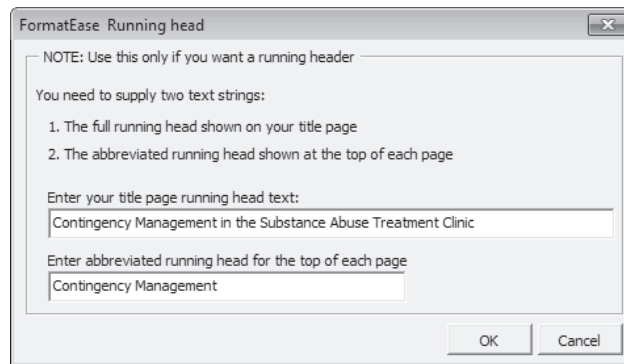


FIGURE 9. The Running head dialog box

publisher into the first text entry field in the dialog box. This text will be shown on your title page.

3. Type the abbreviated version of your running head into the second text entry field in the dialog box. This will show at the top of each page.
4. Click **OK**.

Adding Figures and Tables

FormatEase can also help you when you need to include figures in your documents. When you add a figure as specified here, the figure caption is automatically captured in a list of figures (see the section “Generating a List of Figures or a List of Tables”). Of course, to add a figure, you must first create the image and have it available as a file on your computer. You can use a scanner, download images from various sites on the Internet, or get an image file in some other fashion.

TO INCLUDE A FIGURE THAT IS STORED IN A FILE ON YOUR COMPUTER

1. Move to the location in your document where you want the figure to appear and insert a blank paragraph there.

2. Click the **Picture** button from the **Illustrations** area of the **Insert** ribbon. The **Insert Picture** dialog box opens.
3. Browse to where on your hard drive the picture file you want to insert is located, select it, and click **OK**.
4. You may need to crop or scale your figure, depending on its original size.

TO ADD A CAPTION TO A FIGURE

1. Select a figure by clicking it.
2. Click the **Insert Caption** button from the **Captions** area in the **References** ribbon. The **Caption** dialog box opens (see Figure 10).

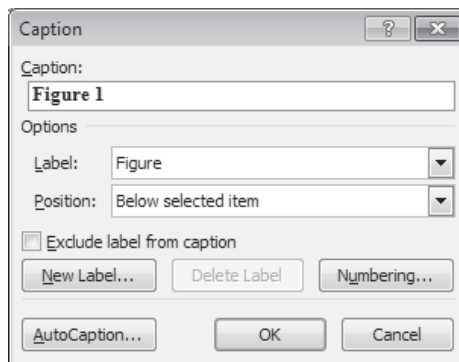


FIGURE 10. The Caption dialog box

3. Under **Caption**, click after the number and type the figure title.
4. Under **Label**, choose **Figure**.
5. Under **Position**, choose **Below selected item**.
6. Click **OK**.
7. Click the **Add-Ins** ribbon > *FormatEase* > **Captions formatter**. You do not need to run this after every figure is entered, but you should do so before finishing your paper or creating or updating your List of Figures or Tables (see page 33).

Adding Tables

FormatEase can also help when you need to include tables in your documents. When you add a table as specified here, and run the **FormatEase (FE) Captions Formatter**, the table caption is automatically captured in your list of tables.

TO ADD A TABLE

To add a table in Word, move the cursor to above where you want the table inserted, then from the **Insert** ribbon, choose **Table** from the **Tables** area > **Insert Table**. The **Insert Table** dialog box opens, as shown in Figure 11. Select the number of columns and number

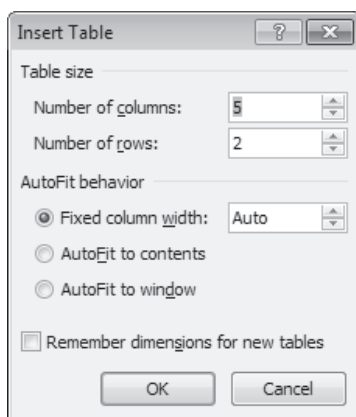


FIGURE 11. The Insert Table dialog box

of rows you initially want to have in your table (you can add more entries or delete existing ones, so this number is not critical), then click **OK**. You need to add a caption to your table. The APA standard is to place the caption above the table, and to have the table number on a line by itself, followed by the caption text.

TO ADD A CAPTION TO A TABLE

1. Select the entire table: first click somewhere in the table; a **Table Tools** area appears with two “tabs” (ribbons). Choose the **Layout** ribbon > **Select Table** from the **Table** area on the left of that ribbon.
2. Click the **References** ribbon > **Insert Caption**. The **Caption** dialog box opens. Make sure that **Table** is selected in the **Label** field.
3. Make sure that **Above selected item** is selected in the **Position** field.
4. Type in the title of your table. Word automatically generates the table number portion for you.
5. Click **OK** to insert the caption.
6. Click the **Add-Ins** ribbon > *FormatEase* > **Captions formatter**. You do not need to run this after every figure is entered, but you should do so before finishing your paper.

NOTE: You can insert tables at the end of your document (as is required for some document types) and use the cross-referencing facility in Microsoft Word to refer to those tables in the body of your document. For more information about cross-referencing, see “Adding Cross-References” below.

Adding Cross-References

Microsoft Word makes it fairly easy to include a cross-reference to another location in your document. Word automatically updates cross-references when you print a document. You can use this for various purposes, including the following:

- to refer to a table located somewhere in your document
- to refer to a figure located somewhere in your document
- to refer to the heading of another section in your document

To create a cross-reference, you begin by selecting the place in your document you want to refer to as well as the format of the cross-reference that you want to use.

TO ADD A CROSS-REFERENCE

1. Move the cursor (the insertion point) to where in your document you'd like the cross-reference to appear.
2. Click the **References** ribbon > **Cross-reference** button from the **Captions** area. The **Cross-reference** dialog box opens, as shown in Figure 12.

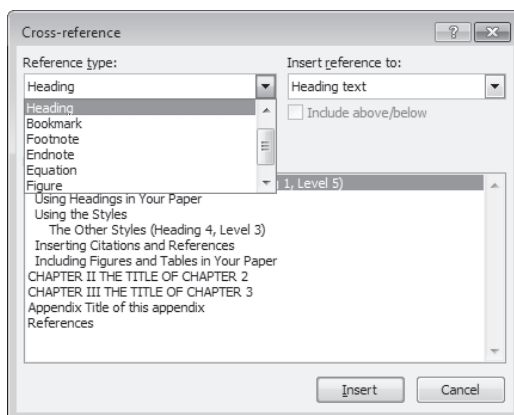


FIGURE 12. The Cross-reference dialog box

3. Select the type of object that you want to refer to in the left (**Reference type**) portion of the dialog box. To refer to one of your figures, choose **Figure**. To refer to one of your tables, choose **Table**. To refer to one of the headings in your document, choose **Heading**.
4. In the **Insert reference to** portion of the dialog box, select the kind of text you want in your document to represent the cross-reference. To refer to a heading in your document, you usually select **Heading text**, as shown in Figure 12.

When referring to a figure or table, you usually select **Only label and number**, as shown in Figure 13.

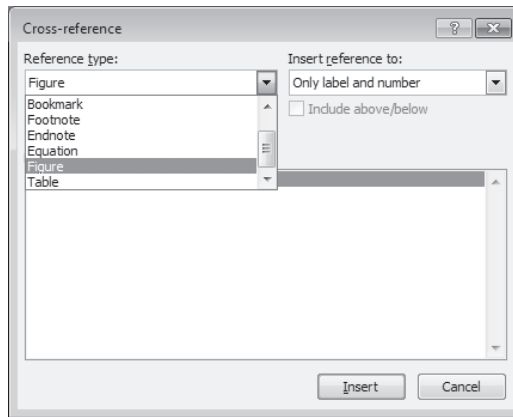


FIGURE 13. Inserting a cross-reference to a figure

5. In the **For which** section of the dialog box, select the object to which you want to refer. Check that the **Insert as hyperlink** checkbox is turned off (unchecked), if you do not want hyperlinks in your paper.
6. Press the **Insert** button to insert the cross-reference.
7. Click **Cancel** to close the **Cross-reference** dialog box.

NOTE: To insert a compound cross-reference, such as “see Figure 33 on Page 112,” you need to insert two different cross-references. The first is the reference to the figure number, and the second is the reference to the page number. **Page number** is another choice in the **Insert reference to** portion of the **Cross-reference** dialog box.

Adding a Table of Contents

If you use **FormatEase**'s headings styles, Microsoft Word can automatically generate your table of contents for you. Follow these steps:

1. If your document does not already have a Table of Contents, go to the location where you want it to be inserted. (The **FormatEase** Thesis.dot and Dissertation.dot templates include a space for the Table of Contents.)

NOTE: You do these steps to update a TOC as well, even if it is included as a section, as in the longer Templates.

2. Click **Table of Contents > Insert Table of Contents** from the **Table of Contents** area of the **References** ribbon.
3. Click on the **Table of Contents** tab in the **Index and Tables** dialog box. You will see a dialog box that looks like the one in Figure 14.
4. Make sure **From template** is selected, as shown in Figure 14.
5. Make sure the **Show page numbers** and **Right align page numbers** options are checked, as shown in Figure 14.

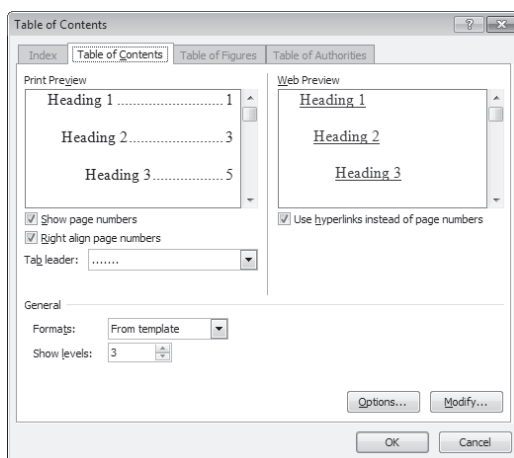


FIGURE 14. Generating a table of contents

6. Make sure that the **Show levels** value is 3.
7. Click the **OK** button.
8. When Word asks if you want to replace the existing table of contents, click on the **Yes** button.

Sometimes “error” warnings display while formatting your table of contents. These can be ignored. If you notice anything is missing or if items were added in error, check that the proper heading style has been applied to each item.

Adding a List of Figures or a List of Tables

Microsoft Word can generate a list of figures and/or a list of tables in addition to the Table of Contents. Your figure and table captions are automatically captured if you have used the directions in this user manual to insert your figures and tables. To generate a list of figures or tables in your paper, follow the steps below.

TO GENERATE A LIST OF FIGURES OR A LIST OF TABLES

1. Click the **Add-Ins** ribbon > *FormatEase* > **Captions formatter**.
2. If your document does not already have lists of figures and tables, go to the location where you want them to be inserted. (The *FormatEase* Thesis.dot and Dissertation.dot templates include spaces for both lists.)
3. Click the **Insert Table of Figures** button from the **Captions** area of the **References** ribbon. The **Table of Figures** dialog box will show, as in Figure 15.
5. To generate a list of the figures in your document, select **Figure** in the **Caption label:** field of the dialog box. To generate a list of the tables in your document, select **Table** instead.

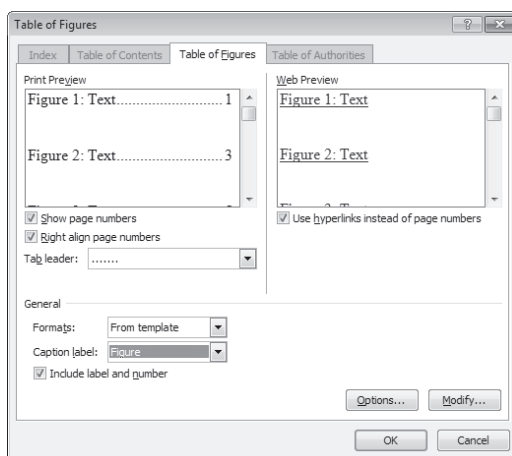


FIGURE 15. Generating a table of figures

6. Make sure **From template** is selected, as shown in Figure 15.
7. Make sure the **Show page numbers**, **Right align page numbers**, and **Include label and number** options are checked, as shown in Figure 15.
8. Click **OK**.
9. When Microsoft Word asks if you want to replace the existing table of figures, click **Yes**.

Adding and Deleting Chapters (Sections)

In Word, complex documents—such as theses and dissertations—use “sections” (chapters) to accomplish changes in page numbering, page headers, and so on. Sections are an advanced feature of Microsoft Word that you wouldn’t use unless you were writing a long, complex document, using the *FormatEase* Dissertation.dot or Thesis.dot.

About Sections in a Document

Microsoft Word allows you to divide a document into a number of sections. Each section can have its own headers and footers, its own page numbering format, and its own column layout. The **FormatEase** Thesis.dot template, for example, contains ten standard sections and three optional sections:

Section 1	Title page
Section 2	Abstract
Section 3	Table of Contents
Section 4	Table of Figures (optional)
Section 5	Chapter 1
Section 6	Chapter 2
Section 7	Chapter 3
Section 8	Appendix (optional)
Section 9	References
Section 10	Author Note (optional)

The paper is divided into these sections to make the page numbering work as required by the formatting guidelines in the *APA Publication Manual*. You can delete some of the sections or add additional ones (such as additional chapters or appendices) by following the next few sets of directions.

Adding Chapters

To add a chapter in Microsoft Word, you need to add a section. The easiest way to do this is to copy the beginning of an existing section in your paper to a new location. If you add a section using the following procedure, the formatting for that new section will automatically be correct.

TO ADD A CHAPTER (SECTION) TO YOUR PAPER

1. Click  (**Show/Hide ¶**) on the **Home** ribbon. You should now see paragraph marks, tabs, and section breaks (see Figure 16).

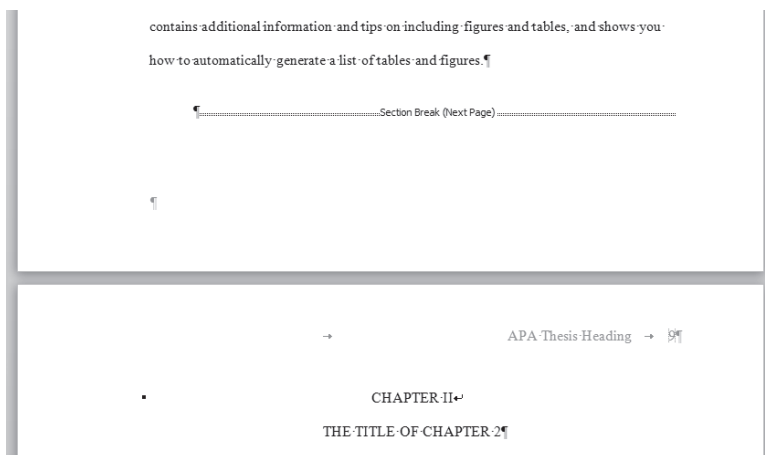


FIGURE 16. Paragraph marks and section breaks

2. Click just before the last paragraph marker at the end of a chapter.
3. Select the last paragraph marker in the chapter along with the first two lines of the next chapter (see Figure 17).
4. Right-click and click **Copy** (or select **Edit > Copy**). The selected text is copied to the clipboard.
5. Click in your document where you want to insert a new chapter, right-click, and then click **Paste** (or select **Edit > Paste**).
6. Check to be sure there are no extra section breaks, and then type the first two lines in the new chapter.

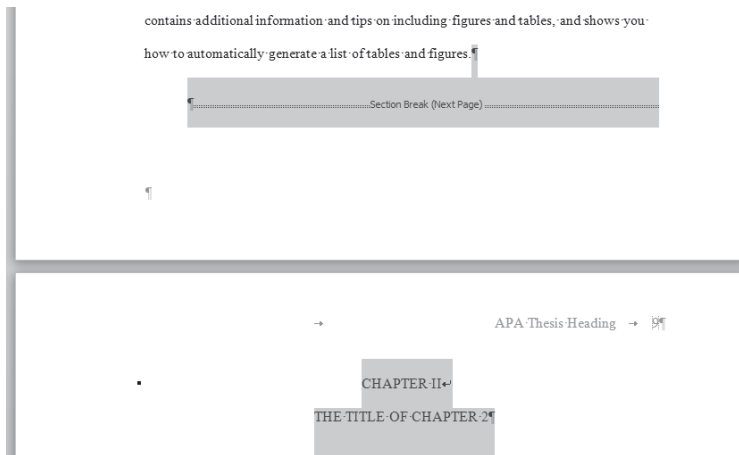


FIGURE 17. Selecting the paragraph marker and the first two lines of the next chapter

Deleting a Section from Your Paper

Each of the **FormatEase** templates includes several sections that you might not want in your paper. For example, you might not want a copyright page, or your paper might not include an appendix, or you might not need the list of figures. You can easily delete any of these sections from your paper.

WARNING: Don't attempt to delete a section marker without carefully following the directions here. If you "accidentally" delete a section marker, the formatting of your entire paper can be damaged.

TO DELETE A SECTION FROM YOUR PAPER

1. Click  (**Show/Hide ¶**) on the **Home** ribbon.
2. Select all of the text and the section break in the section that you want to delete.
3. Right-click the mouse and click **Cut** or press the **Delete** key.

Using **FormatEase** Templates with Existing Documents

If you are editing a multichapter document, repeat the steps in the following procedure for each chapter in your document.

TO FORMAT AN EXISTING DOCUMENT

1. Create a new **FormatEase** document, as described in the earlier section “Creating a Document,” on page 10.
2. Open the document you want to reformat using **FormatEase**. You will now have two windows open in Microsoft Word, one that contains your “old” paper, and one that will soon contain your “new” paper.
3. Select (highlight) all of the text in the old paper. (If your paper has more than one chapter, highlight all of a single chapter.)
4. Copy the selected text to the clipboard (use **Copy** in the **Clipboard** area of the **Home** ribbon).
5. Click in the window containing your new **FormatEase** document.
6. Highlight the text you want to replace in the next document. (If you are working with a multichapter paper, highlight a single chapter.)
7. Paste the clipboard contents into your new document (use **Paste** in the **Clipboard** area of the **Home** ribbon).
8. Apply **FormatEase** styles as required.

4. Creating Reference Lists and Citations

FormatEase makes it easy to create reference lists and in-text citations in your documents. The program automatically creates a reference list in your paper and can add in-text citations as well.

When you installed **FormatEase**, the menu shown in Figure 18 was added to your version of Microsoft Word.

The main sections in this chapter correspond to the menu items on the **FormatEase** menu (which is accessible through the **Add-Ins** ribbon) and explain how to use the program. For further information, click **Help** on the **FormatEase** menu or in the dialog box in which you are working. If the special menu item is not showing, click **File > Options > Add-Ins**, and then in the **Manage** drop-down list toward the bottom of the dialog box choose **Word Add-ins**. Check to see that there is a check mark in the box next to **FormatEase**. If not, check it, then click **OK**.

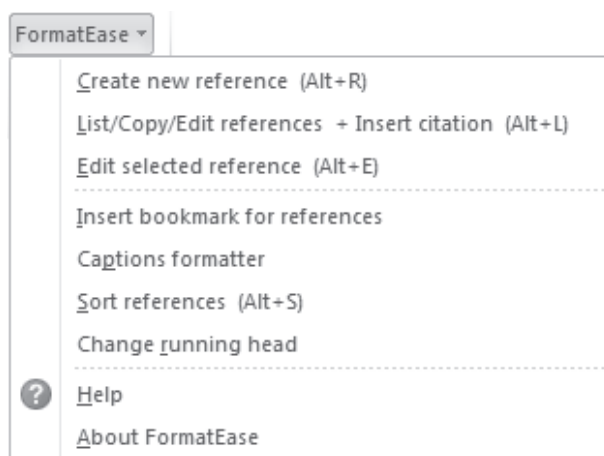


FIGURE 18. The FormatEase menu

Create New Reference

FormatEase provides 77 different reference entry types, which correspond to virtually all of the reference forms described in the 6th edition of the *APA Publication Manual* (see Table 3. Reference Entry Types on page 44).

Creating a New Reference and/or Citation

When you create a new reference in **FormatEase**, you can insert the reference alone or you can insert the reference together with an in-text citation using the following procedure.

TO CREATE A REFERENCE AND/OR CITATION

1. Click in your document where you want the references to appear (this will usually be in the references section of the **FormatEase** template but can be in a different location).

NOTE: The FormatEase templates already contain bookmarks for the reference section, so steps 1 and 2 in these instructions would normally be skipped.

2. Click **FormatEase > Insert bookmark for references** (see Figure 19). When you complete this procedure, your references will appear where you have just inserted a bookmark.

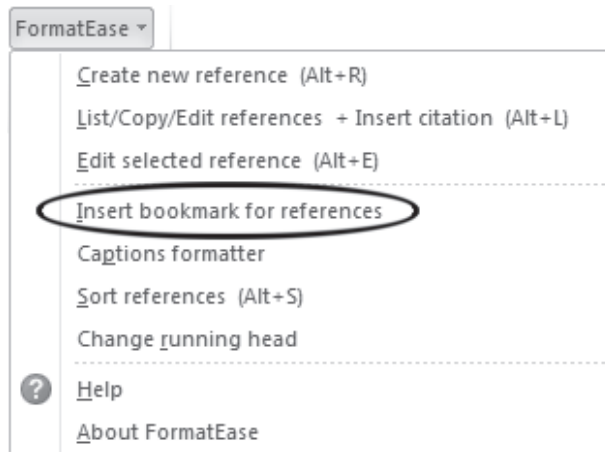


FIGURE 19. Select Insert bookmark

3. If you want an in-text citation in your text, click in the text where you want the citation to appear.
4. Click **FormatEase > Create new reference**. The **Create Reference** dialog box opens (see Figure 20).
5. Under **Reference type**, select the reference entry type from the list.
6. If Step 5 causes choices to appear in the **Reference sub-type** pane, select a subtype.
7. Under **Citation type** at the top right of the dialog box, select the style of citation you want in your text. The default is (Author last name, date). If you do not want to place a citation in the text, select **Do not add citation**.

FormatEase V6.0 Create Reference

Reference type

- Abstract
- Audio (spoken) or Podcast
- Archival materials
- Book
- Brochure
- Chapter/article in book
- Encyclopedia
- Data set
- Court cases
- Doctoral dissertation
- Web forum, news group, or blo
- Film
- Government agency data files
- Journal article
- Journal supplement
- Legislation
- Limited circulation publication
- Magazine article
- Masters Thesis (unpublished)
- Monograph
- Musical recording
- Newsletter article
- Newspaper article
- NTIS data files
- Paper/poster presentation
- Podcast
- Report
- Review
- Software
- Supplemental material only onlr
- Symposium proceedings
- Television broadcast
- Testimony at federal hearings
- Unpublished work
- Web site

Reference sub-type

Chapter/article in Book (str)

- foreign language
- in press
- in republished book
- reprinted

Reference help

If there are more than seven authors, list the first six followed by an ellipses (...). Enter the last author name, then indicate "et al." Remember to include the comma after each author, including the one before the

Citation type

- ☒ Add citation, eg (Hill, 2005)
- ☐ Add citation, e.g. (2005)
- ☐ Do not add citation
- ☐ Add multiple references

Book title [e.g. Beginning cognitive therapy: A primer for clinicians]

Chapter author(s) [e.g. Lee, M. -or- Lee, M., & Smith, S. A.] ☐ Edited

Name of chapter or article [e.g. Cognitive therapy in healthcare settings]

Editor [J. Doe] Translator [I. Hill]

☐ Online Version ☒ DOI ☐ URL ☐ DOI/URL

Publisher Pub. city

Pub. date [1995 -or- 1995-1997] Volume(s) [4 -or- 1-6] Pages [e.g. 2-7]

Edition [e.g. 3rd -or- Rev.] Original date [e.g. 1923]

Secondary source reference -----

Title of Reprint or Secondary Source

Author [J. Hill] ☐ Edited Year Volume #

Pages Publisher Publisher Location

Your reference as it will appear in your paper (italics will not appear in this box):

, In,

Citation ()

About Help

OK Cancel

FIGURE 20. The Create Reference dialog box

8. Enter the text for each field in the text boxes. Follow the form given in the examples for each field exactly. **FormatEase** updates the display of your reference entry in the reference preview pane at the bottom of the dialog box.

NOTE: Check under **Reference Help** for tips about the reference type you are entering. Text appears in this pane when the program has additional information that will help you enter text correctly.

9. Click **OK**.

TIP: In rare cases, a reference may exceed the limit of the total number of characters allowed in a **Create Reference** dialog box's text-entry field. When this happens, the **Create Reference** dialog box will close. If you think this will take place, enter as much of the information as you can in the dialog box and finish your reference after it has been inserted into your paper. For example, if the title is very long, enter the beginning of the title only and then enter the information in the other text fields in the dialog box. After the reference is inserted into your paper, type the complete title into the reference.

Reference Types

Table 3 lists the reference types and subtypes. The list also appears on the last page of this manual so that you can cut out the page and refer to it easily.

Additional Reference Help

In addition to the help available in the **Reference Help** pane in the **Create Reference** dialog box, you can get help by clicking **Help** in the dialog box.

Multiple-Entry Mode

If you click the **Add multiple references** check box, right below the **Citation type** area, the **Create Reference** dialog box will not close after a reference has been added.

NOTE: Multiple-entry mode will not work properly unless you select **Do not add citation** under **Citation type**.

TABLE 3. Reference Entry Types

Abstract (std)	Supplemental material only online
from secondary source	Journal supplement
on CD-rom	Legislation
on-line	Limited circulation publication
Archival materials	Magazine article
Audio (spoken) or Podcast	Master's thesis (unpublished)
Podcast	Monograph, with serial number
Spoken	in Journal
Book (std)	Journal supplement
DSM	Musical recording
edited	Newsletter article (std)
foreign language	no author
multivolume	Newspaper article (std)
no Author or Editor	letter to the Editor
same Author/Publisher	no author
translated	NTIS data files
Brochure	Paper/poster presentation
Chapter/article in Book (std)	Report, University
foreign language	ERIC
in press	GPO
in republished book	in an edited collection
reprinted	other agency
Encyclopedia	private organization
Court cases	NTIS
Data set	Review, titled
Doctoral dissertation (unpublished)	untitled
abstracted, from commercial database	Software
from online source	Symposium proceedings
from database	Television, broadcast
Film	series
Government agency data files	single episode from series
Journal article (std)	Testimony at federal hearings
article translated into English	Unpublished work (std)
cited in secondary source	data from a study
entire Issue	submitted for publication
in Press	Web forum, news group, or blog post
on-line database	Web site
title translated into English	

TO ENTER MULTIPLE REFERENCES

1. Click *FormatEase* > **Create new reference**. The *FormatEase* **Create Reference** dialog box opens, as shown in Figure 20.
2. Select **Add multiple references** checkbox at the top right corner of the dialog box.

Make a reference entry as usual. After you insert your reference, you will return to the **FormatEase Create Reference** dialog box instead of to the text in your document. Sometimes references may need to be in more than one section in a paper, for example, a list of reference entries and a separate bibliography. **FormatEase** gives you the capability to do this with a bookmark that indicates where reference entries are to be added in your paper.

Creating Another References Section

You can create another list of references anywhere in your paper by inserting a bookmark at the location you want the references to appear and copying references to that list.

TIP: Add another reference section only after you have completed your paper and have sorted the references in your main reference list using the **FormatEase Sort references** function.

TO ADD REFERENCE ENTRIES IN A SECOND LOCATION

1. Move the cursor to the location in your document immediately preceding the location where you want entries inserted. For example, in the standard References section, this is immediately following the “s” at the end of the “References” heading.
2. Click **FormatEase > Insert bookmark for references**. New reference entries are added in the new location.

List/Copy/Edit References + Insert Citation

You can bring up a list of all of the references in your document by using the **List/Copy/Edit** command from the **FormatEase** menu or

by pressing **ALT + L** (see Figure 18 on page 40). The references are sorted by their location in the reference list of your paper. To find a reference, you can sort by author, date, or titles by clicking on the column header. You can change the sort order from ascending to descending (and back again) by continuing to click on the header. From here, you can edit references, create new ones based on existing ones, or create new citations (see Figure 21).

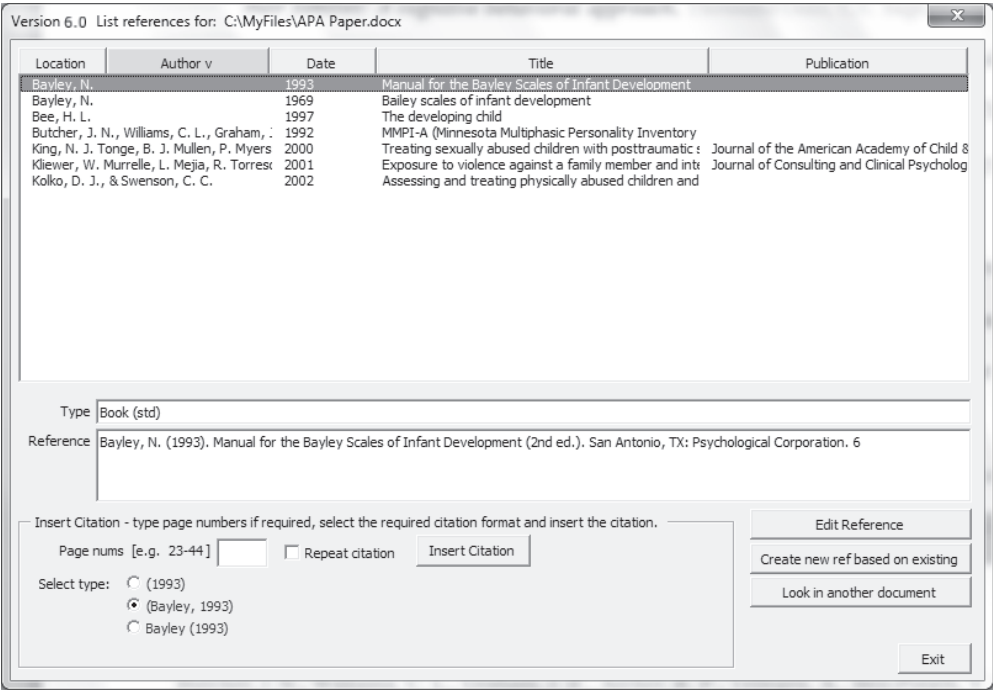


FIGURE 21. The List/Copy/Edit References dialog box

Copying a Reference from Another Document

Many writers find that they use the same references in many different papers, especially if they are writing frequently on the same topic.

Others like to create a list of all the references they consulted when doing their research (in a separate document), and copy from that

master list to the current paper only the references actually *cited* in the current paper.

NOTE: To copy references from one document to another, both documents need to have been created with the same version of *FormatEase*.

TO COPY A REFERENCE FROM ANOTHER FORMATEASE DOCUMENT

1. Choose **List/Copy/Edit References** command on the *FormatEase* menu. The **List References for:** dialog box opens.
2. Click **Look in another document**. The **Select a document with FormatEase references** dialog box opens.
3. Select a document from which you wish to copy a reference and click **Open**. The references list for the new document appears.
4. Select the reference you want to copy into the current document, and then click **Copy reference to original doc**.
5. Click **Return to original doc**. The reference list of the original document now contains the new reference.
6. To add a citation for the newly added reference, select it in the list at the top of the **List References for:** dialog box, and click the **Insert Citation** button (see steps 4, 5, and 6 on page 50).
7. Click **Exit**.

Editing an Existing Reference

You can edit an existing reference using the following procedures. In the first, you edit only the reference but leave the citation unchanged. In the second, you edit the reference and insert a new citation to replace the original one.

TO EDIT A REFERENCE WITHOUT CHANGING THE CITATION

- 1. In your paper, go to the reference list.
- 2. Put your cursor anywhere in a reference that you want to edit.
- 3. Click **FormatEase > Edit selected reference**. The **Edit reference** dialog box opens (see Figure 22).
- 3. Make any necessary changes to the information for that reference.
- 4. Click **OK**.

TO EDIT A REFERENCE AND CREATE A NEW CITATION

- 1. In your paper, delete the old citation and click where you want the corrected citation to appear.

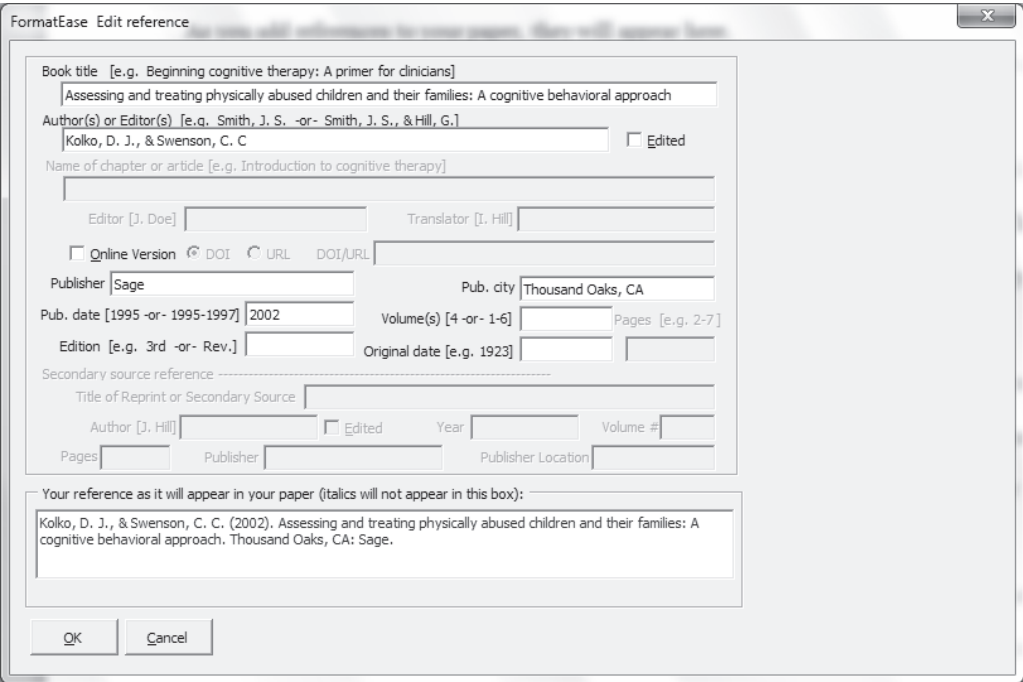


FIGURE 22. The Edit reference dialog box

2. Click **FormatEase > List/Copy/Edit References** (see Figure 21 on page 46), select the reference you want to edit, and then click **Edit Reference**.

The **Edit reference** dialog box opens (see Figure 22).

3. Make your changes in the **Edit reference** dialog box and click **OK**. You will be returned to the **List references for:** dialog box.
4. Click on the reference you just edited. Under **Insert Citation** at the bottom left of that dialog box, type the page numbers and select the citation type.
5. Click **Insert Citation**.

Editing Citations

There are a few occasions when you might need to edit only the citation text inserted by **FormatEase**.

The following are special cases to be aware of:

- If you are making more than one first-time citation within one set of parentheses, you will need to delete the extra parentheses added by **FormatEase** and insert semicolons between the citations.
- When a citation does not include an author, **FormatEase** inserts a shortened version of the title of the work, as specified in the APA guidelines. However, you may want to change **FormatEase**'s abbreviation, which you do right in the text once **FormatEase** has inserted the original citation.

Create a New Citation from an Existing Reference

You can browse a list of your existing references and create new in-text citations from them automatically.

TO CITE AN EXISTING REFERENCE

1. Click in your paper where you want your new citation to be inserted.
2. Click **FormatEase > List/Copy/Edit References**.
3. Click on the reference for which you wish to create a new citation.
4. Under **Insert Citation** at the bottom left of the dialog box, type the page numbers if needed and select the citation type.
5. If this work has been previously cited, click on the **Repeat** checkbox. **FormatEase** will use the proper citation format.
6. Click **Insert Citation**.

Create a New Reference Based on an Existing One

If you find that you use several parts of the same source—for example, several chapters from the same book, more than one article from the same journal, or multiple entries from the same encyclopedia—you can use the **Create new ref based on existing** feature and avoid retyping the same information. Choose the reference you wish to copy from a list, change what you need to change, and then insert the new reference and citation.

TO USE AN EXISTING REFERENCE FOR CREATING A NEW ONE

You can browse a list of your existing references and create a new reference based on an existing one.

1. Click in your text where you want the new citation to be inserted.
2. Click **FormatEase > List/Copy/Edit References.**
3. Click on the reference you want to reuse.
4. Click **Create new ref based on existing.** The dialog box for that function will appear (see Figure 23).
5. Change the information you need to change and click **OK.** You will be returned to the **List references for:** dialog box.
6. If the reference you just created is not highlighted, click on it. Pick the kind of citation you want for this reference entry, the click **Insert Citation.** Your reference entry and citation will be inserted into your document.

FormatEase Create new reference based on existing

Book title [e.g. Beginning cognitive therapy: A primer for clinicians]
Manual for the Bayley Scales of Infant Development

Author(s) or Editor(s) [e.g. Smith, J. S. -or- Smith, J. S., & Hill, G.]
Bayley, N ☐ Edited

Name of chapter or article [e.g. Introduction to cognitive therapy]

Editor [J. Doe] Translator [I. Hill]

☐ Online Version ☐ DOI ☐ URL ☐ DOI/URL

Publisher Psychological Corporation Pub. city San Antonio, TX

Pub. date [1995 -or- 1995-1997] 1993 Volume(s) [4 -or- 1-6] Pages [e.g. 2-7]

Edition [e.g. 3rd -or- Rev.] 2nd Original date [e.g. 1923]

Secondary source reference -----
Title of Reprint or Secondary Source

Author [J. Hill] ☐ Edited Year Volume #

Pages Publisher Publisher Location

Your reference as it will appear in your paper (italics will not appear in this box):
Bayley, N. (1993). Manual for the Bayley Scales of Infant Development (2nd ed.). San Antonio, TX: Psychological Corporation.

OK Cancel

FIGURE 23. The Create new reference based on existing dialog box

Insert Bookmark for References

When you click *FormatEase* > **Insert bookmark for references**, you are telling *FormatEase* to use that location for the location of references. You can change this location at any time if you want to create more than one reference list in your paper.

Captions Formatter

FormatEase will properly format all of the figure and table captions in your paper when you click *FormatEase* > **Captions Formatter**. You do not need to run this after each item is entered, but you should do so before finishing your paper.

Sort References

Click *FormatEase* > **Sort references**. All reference lists in your paper are quickly sorted and listed in alphabetical order. If you have created more than one reference list, click on any reference in the list you wish to sort before using the Sort Reference command.

NOTE: *FormatEase* alphabetizes your entries based on the initial text in each entry. Some entry types, such as multiple works by the same author in the same year, require manual reordering.

APPENDIX A

Summary of **FormatEase** Styles

The styles that you use in **FormatEase** are summarized here. The “Next style” column specifies the style that will be given to the next paragraph, which is created when you hit the **Enter** key. (For example, after typing in a heading, you want the next paragraph to go back to being **Indented Paragraph**.)

Style name	Used for	Next style
Abstract Title	The title on your abstract page	—
Block Paragraph	Paragraphs that are not indented, such as those that follow a block quote when the block quote occurs in the middle of one of your text paragraphs	Indented Paragraph
Block Quote	Any quote that is longer than 40 words; you usually have an indented paragraph before the block quote paragraph and a block paragraph or indented paragraph after the quote	Block Paragraph
Caption	Figure captions	Indented Paragraph
Dedication	The dedication paragraph on the dedication page	—
Figure	Figures that you include in your paper	Indented Paragraph
Footnote Reference	Defining the font (including superscript) used for footnote numbers	—
Header	Page headers	—
Heading 1, Section Heading	Chapter titles	Indented Paragraph
Heading 2, Level 1	Level-1 headers—the headings for each section of your chapters	Indented Paragraph

Style name	Used for	Next style
Heading 3, Level 2	Level-2 headers—the headings for each subsection of a section in your chapters	Indented Paragraph
Heading 4, Level 3	Level-3 headers—the headings for nested subsections in your chapters	Indented Paragraph
Heading 5, Level 4	Level-4 headers—the headings for the deepest level of subsection permitted in an APA document; this style is rarely used	Indented Paragraph
Indented Paragraph	“Normal” paragraphs in the text of your paper	Indented Paragraph
Normal	Defining the font that is used for all of the text in your paper	—
Reference Entry	Each entry in your References section	Reference Entry
Section Header	Heading at the top of sections such as the Acknowledgments and Abstract	—
Title	The title on your Title page	—
TOC 1	Displaying Level-1 headings in your Table of Contents	—
TOC 2	Displaying Level-2 headings in your Table of Contents	—
TOC 3	Displaying Level-3 headings in your Table of Contents	—
TOC 9	Displaying figure captions in your List of Illustrations	—

APPENDIX B

Formatting Terminology

FormatEase automates formatting of your paper for you; however, you may find it useful to understand the terminology that is used in defining the styles that are used in your paper. Here are brief definitions for the terms that are commonly used in describing document and paragraph formatting:

Character format This is the format of each character in the paragraph, including underlining, boldface, italicized, etc.

First page special This indicates the first page of a section has different headers and footers than the other pages in the section. This is what allows **FormatEase** to not have a page number on the first page of each chapter while maintaining the correct automatic page numbering.

Font This is the typeface in which the characters in the paragraph are rendered. Some familiar fonts are: Chicago, Geneva, Times Roman, Goudy, Monaco. **FormatEase** uses a proportionally spaced font, Book Antiqua.

Footers Each page can have a footer printed at its bottom. Footers are typically used to print page numbers, dates, book titles, and so on. However, **FormatEase** does not use footers.

Headers Each page can have a header printed at its top. Headers are typically used to print page numbers, dates, book titles, and so on. **FormatEase** templates use headers to print page numbers, and sometimes the shortened titles.

Indent The amount of space the paragraph is indented from the left margin. You can specify the indentation of the entire paragraph as well as a separate indentation for the first line in the paragraph.

Justification and alignment The horizontal location of the paragraph on the page:



left alignment each line starts against the left edge and the right side is “ragged right”



centered each line is centered



justified the lines start against the left edge and the size of the the spaces is increased so that the lines go all the way to the right edge



right alignment each line ends against the right edge, but the left side is “ragged”

Keep with next This indicates that the paragraph should begin on a new page if there is not room for the paragraph that follows it to at least begin on the same page. For example, the caption for a figure should always be kept with the figure itself.

Line spacing The number of points between lines in the paragraph. The *APA Publication Manual* specifies that line spacing for all paragraphs should be “the font size plus 2 points, multiplied by 2.” For a 12-point font size (the default), this works out to 28 points.

Margins The page margins indicate the amount of space between the edges of the paper and the text printed on the paper.

Page break before This indicates that the paragraph starts at the top of a new page.

Point size In printing terminology, an inch is divided into 72 points. Points provide a precise measure for defining character sizes and spacing values.

Section A Microsoft Word document can contain any number of sections. Each section can have its own headers and footers and its pages can be numbered independent of the other sections. *FormatEase* templates contain a number of sections, including one for each chapter, which make it possible to use automatic page numbering, to automatically start chapters on new pages, and to use different numbering styles in different sections.

Space after This indicates the amount of space that is placed after the last line of text in the paragraph.

Space before This indicates the amount of space that is placed before the first line of text in the paragraph.

Widow control Widows are single lines at the end of a paragraph that do not fit onto the page and are pushed onto the top of the next page. When widow control is used (as it is for *FormatEase*), Microsoft Word automatically prevents this from happening by forcing the paragraph to begin on a new page.

APPENDIX C

Technical Support

We have tried to make **FormatEase** as easy to use as possible. We have also tried to use this program on as many different systems as we could find, but every computer is unique. If you experience a problem, please first determine if it is a function of Microsoft Word or if is a problem with **FormatEase**. If it is a problem with Word, please consult the documentation that came with it or call Microsoft support. If a feature of **FormatEase** is not working properly, we offer you the following resources to help you.

SPECIAL NOTE TO WINDOWS USERS: If the installation program does not work, we have included on the CD-ROM a special folder called Windows. It contains the template files that you can copy into the appropriate folder on your system in lieu of the installation process.

Check Our Web Site

Go to <http://www.formatease.com> and look at the frequently asked questions there. As we hear of things, we will post them there. Many problems can be resolved that way. If not, fill out the technical support request form.

E-mail Us

We are pleased to answer your e-mail inquiries at tech@guilford.com. Please be sure to include a complete description of the problem you are having as well as your full name, phone number, and e-mail address so we can contact you as needed.

Fax Us

You may fax us at 212-966-6708. Please be sure to include your full name, phone number, and return fax information as well as a complete description of the problem you are having.

Call Us

You can call us at 800-365-7006 from 9:00 am to 5:00 pm Eastern Time Monday to Friday. Please ask to be connected to Technical Support.

TABLE 3. Reference Entry Types

Abstract (std)	Supplemental material only online
from secondary source	Journal supplement
on CD-rom	Legislation
on-line	Limited circulation publication
Archival materials	Magazine article
Audio (spoken) or Podcast	Master's thesis (unpublished)
Podcast	Monograph, with serial number
Spoken	in Journal
Book (std)	Journal supplement
DSM	Musical recording
edited	Newsletter article (std)
foreign language	no author
multivolume	Newspaper article (std)
no Author or Editor	letter to the Editor
same Author/Publisher	no author
translated	NTIS data files
Brochure	Paper/poster presentation
Chapter/article in Book (std)	Report, University
foreign language	ERIC
in press	GPO
in republished book	in an edited collection
reprinted	other agency
Encyclopedia	private organization
Court cases	NTIS
Data set	Review, titled
Doctoral dissertation (unpublished)	untitled
abstracted, from commercial database	Software
from online source	Symposium proceedings
from database	Television, broadcast
Film	series
Government agency data files	single episode from series
Journal article (std)	Testimony at federal hearings
article translated into English	Unpublished work (std)
cited in secondary source	data from a study
entire Issue	submitted for publication
in Press	Web forum, news group, or blog post
on-line database	Web site
title translated into English	

